

APPLICATION FOR NAVY CONTRACT POSITIONS
THIS IS NOT A CIVIL SERVICE POSITION
08 DEC 03

I. IMPORTANT INFORMATION: CUTOFF DATE AND TIME FOR RECEIPT OF APPLICATIONS IS 3:00 PM EST ON OR BEFORE 6 JAN 04. SEND APPLICATIONS TO THE FOLLOWING ADDRESS:

NAVAL MEDICAL LOGISTICS COMMAND
ATTN: CODE 02, 22L
1681 NELSON STREET
FORT DETRICK, MD 21702-9203

E-MAIL: acquisitions@nmlc.med.navy.mil
(Reference 22L in Subject Line)
TELEPHONE: 301-619-2335

A. NOTICE. This position is set aside for individual Clinical Pharmacists only. Applications from companies will not be considered; additionally, applications from active duty Navy personnel, civilian employees of the Navy, or persons currently performing medical services under other Navy contracts will not be considered without the prior approval of the Contracting Officer,

B. POSITION SYNOPSIS. CLINICAL PHARMACIST. The Government is seeking to place under contract an individual who possesses either (a), a PharmD Degree in Pharmacy from a college of pharmacy accredited by the American Council of Pharmaceutical Education (ACPE) OR (b) a graduate degree from an ACPE accredited pharmacy program in a pharmacy related field of study and three years of experience as a pharmacist within the preceding 4 years. This individual must also possess a current, unrestricted license to practice as a pharmacist in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands. This individual must also (1) meet all the requirements contained herein and (2), competitively win this contract award.

Services shall be provided at the Naval Medical Center, Portsmouth, VA. Services shall be provided in support of the Thoracic Surgical Clinic, or other departments, as required.

You shall be on duty in the assigned clinical area for 40 hours each week; between the hours of 0600 and 1700. You shall normally provide services for an 8.5 or 9 hour period (to include an uncompensated .5 or 1 hour for lunch depending on shift length), Monday through Friday. Specific hours shall be scheduled one month in advance by the Commanding Officer. Any changes in the schedule shall be coordinated between you and the Government. You shall arrive for each scheduled shift in a well rested condition and shall have had at least six hours of rest from all other medical duties.

You shall accrue eight hours of personal leave, to be used for both planned (vacation) and unplanned (sickness) absences at the end of every 2 week period worked. Up to 80 hours of leave may be carried over from one fiscal year to the next, as long as the balance carried over is used by 31 December of that same calendar year. This contingency for leave carry over does not apply if the following option period is not exercised by the Government or during the last option year of the contract. Unless providing on-call services, your services shall not be required on the following federally established paid holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. You shall be compensated by the Government for these periods of planned absence. This position is for a period beginning from the start date, 01 Mar 04, through 30 September of the same fiscal year with options to extend the contract for a total of five years. The contract will be renewable each fiscal year at the option of the Navy.

II. STATEMENT OF WORK

A. The use of "Commanding Officer" means: Commanding Officer, Naval Medical Center, Portsmouth, VA, or designated representative, e.g. Contracting Officer Representative, Technical Liaison, or Department Head.

B. SUITS ARISING OUT OF MEDICAL MALPRACTICE. The health care worker(s) is (are) serving at the military treatment facility under a personal services contract entered into under the authority of section 1091 of Title 10, United States Code. Accordingly, section 1089 of Title 10, United States Code shall apply to personal injury lawsuits filed against the health care worker(s) based on negligent or wrongful acts or omissions incident to performance within the scope of this contract. You are not required to maintain medical malpractice liability insurance

Health care workers providing services under this contract shall be rendering personal services to the Government and shall be subject to day-to-day supervision and control by Government personnel. Supervision and control is the process by which the individual health care worker receives technical guidance, direction, and approval with regard to a task(s) within the requirements of this contract.

C. DUTIES AND RESPONSIBILITIES. Services provided under this contract shall be performed in accordance with all State, County, Department of Defense, Navy, Medical Center, and Clinic guidelines and reporting requirements. Actual clinical activity will be a function of the Commander's credentialing process and the overall demand for pharmacist services.

1. ADMINISTRATIVE AND TRAINING – You shall:

1.1. Provide training and/or direction as applicable to supporting Government employees (i.e. hospital corpsman, pharmacy technicians, students) assigned to them during the performance of clinical procedures. You shall perform limited administrative duties which include maintaining statistical records of clinical workload, participating in education programs, and participating in clinical staff quality assurance functions and Process Action Teams, as prescribed by the Commanding Officer.

1.2. Participate in monthly meetings to review and evaluate the care provided to patients, identify opportunities to improve the care delivered, and recommend corrective action when problems exist. Should a meeting occur outside of regular working hours, you shall be required to read and initial the minutes of the meeting.

1.3. Attend annual renewal of the following: Annual Training Requirements; family advocacy; Disaster; Sexual Harassment and other courses as directed.

1.4. Maintain current certification in American Heart Association Basic Life Support (BLS) for Healthcare Providers; American Heart Association Healthcare Provider Course; or American Red Cross CPR (Cardio Pulmonary Resuscitation) for the Professional Rescuer or equivalent. Rectification will be provided by the Navy during normal working hours.

1.5. Participate in the implementation of the Family Advocacy Program as directed.

1.6. Perform necessary administrative duties that include maintaining statistical records of your workload, operate and manipulate automated systems such as Composite Health Care System (CHCS), and participating in clinical staff Performance Improvement (PI) and Risk Management (RM) functions, as prescribed by the Commander.

1.7. Maintain current certification in American Heart Association Basic Life Support (BLS) for Healthcare Providers; American Heart Association Healthcare Provider Course; or American Red Cross Cardio Pulmonary Resuscitation (CPR) for the Professional Rescuer; or equivalent.

- 1.8. Participate in continuing education to meet own professional growth.
 - 1.9. Comply with the HIPAA (Health Insurance Portability and Accountability Act) privacy and security policies of the treatment facility.
 - 1.10. Contractor personnel shall be subject to an Automated Data Processing (ADP) background check in accordance with DoD Publication 5200.2-R. Personnel shall be required to complete the paperwork necessary for the Government to complete the background check.
2. PHARMACOECONOMIC DUTIES: you are responsible for identifying civilian physicians who care for TRICARE beneficiaries that present to the Naval Medical Center pharmacy to have their prescriptions filled. Once identified, he/she will be responsible for analyzing the prescribing patterns of civilian physicians relative to high volume, high cost drugs. Utilizing physician profiles, academic detailing and other pharmacoeconomic models, the clinical pharmacist will be responsible for influencing a change in civilian physicians' prescription patterns in an effort to decrease prescription expenditures, provide for more appropriate medication utilization, and improve patient outcomes. In order to fulfill the requirements of the position, the health care worker shall:
- 2.1. Initiate and cultivate professional liaisons with physicians in the community.
 - 2.2. Develop action plans to change physician prescribing patterns to more cost effective treatment regimens.
 - 2.3. Provide physician education utilizing physician report cards, counter-detailing, group sessions, individual sessions, other forms of academic detailing and mailings to influence physician prescribing behavior.
 - 2.4. Educate physicians on Naval Medical Center's formulary, clinical practice guidelines, clinical pathways, and related drug dispensing policies.
 - 2.5. Assess the quality of provider relationships and their satisfaction with pharmacoeconomic information and education, taking their input and adapting feedback and educational tools to influence consensus and improve compliance.
 - 2.6. Identify ways to improve patient outcomes by working to change treatment plans to medications with a higher rate of patient compliance with treatment regimens.
 - 2.7. Target drug classes with high cost and high utilization rates in therapeutic areas such as hypertension, diabetes, and gastrointestinal disorders.
 - 2.8. Develop a cooperative relationship with the pharmacy staff, members of the Medication Use Committee, managed care administrators and the Clinical Epidemiology staff, working to reduce drug costs by identifying opportunities to improve the formulary, developing new cost effective clinical guidelines, sharing data or improving patient and physician satisfaction.
 - 2.9. Assist in the development, collection, analysis and reporting of metrics designed to utilize standard data systems to monitor and document the clinical and financial impact of changing prescribing patterns.
 - 2.10. Maintain current knowledge of new drug development, therapeutic regimens, marketing, prescribing trends, and associated research as it relates to patient outcomes and effective utilization management techniques.
 - 2.11. Work closely with managed care administrators to assess and develop opportunities for marketing support.
 - 2.12. Maintain, update and distribute a one-page formulary for civilian prescribers and their patients.

2.13. Identify and procure materials required to perform effectively in the assigned position without the aid of additional support staff.

3. STANDARD DUTIES – When not performing services related to pharmacoeconomics, the health care worker shall provide general pharmacy services, on site, using Government furnished facilities and supplies. Clinical activity will be a function of the Commanding Officer's credentialing process and the overall demand for Clinical Pharmacist services. Productivity is expected to be comparable to that of other Clinical Pharmacists assigned to the same facility and/or authorized the same scope of practice.

3.1. Primary workload is related to the provision of medical care by staff health care providers through written or verbal orders. Secondary workload is the result of consultation requests submitted to the Pharmacy Department by government staff practitioners. The health care worker shall have full responsibility for maintenance and delivery of comprehensive applicable clinical pharmacy services within the personnel and equipment capabilities of the facility, and for the quality and timeliness of record preparation and reports indicated to document care and procedures provided. The health care worker is responsible for the quality and timeliness of records, reports, and documentation of services provided. The health care worker shall:

3.1.1. Counsel patients regarding appropriate use of medications.

3.1.2. Review patient profiles at the time of dispensing in order to closely monitor medication therapy.

3.1.3. Ensure prescription directions for use, dose, medication interactions, allergy information, age specific dosage, and other pertinent data are appropriate for individual patients. Intervention with providers will be made for noted discrepancy of above listed items.

3.1.4. Ensure accuracy of all pharmaceutical products prepared or processed by technical staff.

3.1.5. Work closely with clinical staff in developing patient wellness programs such as smoking cessation programs and asthma classes. Provide medication and healthcare related inservice training to clinical staff on new medications on the market; appropriate use of medications; comparison of current medication therapies; and other topics as deemed appropriate by the department head.

3.1.6. Serve as a source of drug information during ward rounds, staff meetings and in ambulatory care treatment areas, as well as for the Pharmacy Department and outlying clinics. Evaluate the drug literature in order to compare and contrast therapeutic regimens and uses for new and existing products.

3.1.7. Monitor the activities of hospital corpsmen and technicians assigned to the Pharmacy Department and provide input into job performance evaluations.

3.1.8. Review provider written orders for appropriate therapy based diagnosis, age, kinetic calculations, and any protocols established. Have a complete knowledge of pharmacokinetic dosing as it pertains to complex medication regimens including but not limited to aminoglycosides, theophylline, digoxin, phenytoin and warfarin. Develop appropriate treatment plans and monitor results assessing the patient's outcome to the suggested therapy.

3.1.9. Review hospital corpsman compounded pharmaceuticals (IV's, piggybacks) for appropriate concentrations, diluents, and drug interactions.

3.1.10. Make recommendations to providers using a courteous proactive approach to effective patient care such as most cost effective drugs, by mouth (PO) versus IV route. As part of the medical team, the health care worker is the drug expert in expediting patient recovery to wellness.

3.1.11. Provide, assess and review information regarding the general administration of medications, toxicity, interactions, investigational drugs and bioavailability. Participate in rounds to monitor and review drug therapy for

rational indications, dosing, adverse drug reactions, IV incompatibilities and complications of multiple drug therapies.

3.1.12. Consult with other specialty practitioners who have been referred for pharmaceutical services.

3.1.13. Meet with hospitalized patients to: obtain a complete medication history; monitor the patient's response to drug therapy; educate and counsel the patient regarding his/her drug therapy. Counsel discharge patients with special emphasis on therapeutic expectations; potential side effects; and any special education required for thorough understanding of the disease state.

3.1.14. Ensure that performance improvement functions are performed and provide monthly performance improvement reports to the Head, Pharmacy Department.

3.1.15. Design and conduct interdisciplinary educational programs in the areas of drug therapy for physicians, nurses and other health professionals. Provide educational and training programs to staff pharmacists, pharmacy intern students and pharmacy extern students.

3.1.16. Serve as a preceptor for residents/students assigned to the Pharmacy Department.

3.1.17. Serve as a point of contact for the documenting, reporting and follow-up for all suspected Adverse Drug Reactions (ADRs).

3.1.18. Execute drug utilization reviews (DUR) as requested by Head, Pharmacy Department or as deemed necessary.

3.1.19. Provide activity support to Naval Hospital Pensacola committees and Quality Management Boards including, but not limited to: Pharmacy and Therapeutics (P&T), Medication Use, Nutritional Support, Infectious Disease, Utilization Review and Protection of Human Subjects by gathering information and drug use related to quality assurance of patient care.

3.1.20. Be responsible for improvement of Clinical Prevention which includes the following: cholesterol screening and flow-up as part of the Lipid Clinic; asthma screening and education as part of the Asthma Clinic; monitoring and education of patients enrolled in the Coumadin Clinic; and clinical duties commensurate with other pharmacy run clinics that may be initiated during the period of this contract.

3.1.21. Meet with representatives from the pharmacy industry for the purpose of evaluating their products for possible inclusion/exclusion from the Naval Hospital Formulary.

3.1.22. Attend that portion of the command orientation classes that provides an overview of command resources and emergency response.

3.1.23. Attend all annual retraining classes required by this command, to include American Heart Association Healthcare Provider Course Certification.

3.1.24. Attend Composite healthcare System (CHCS) training provided by the Government for a minimum of four (4) hours, and up to a maximum of 40 hours.

3.2. CLINICAL DIVISION ASSIGNMENTS

3.2.1. Clinical Specialty Activities

3.2.1.1. Collecting data from the patient

3.2.1.2. Reviewing patient charts and medication records

3.2.1.3. Setting goals of therapy

3.2.1.4. Outlining appropriate dose, route, and method of administration and necessary physical or laboratory parameters.

3.2.1.5. Implements and/or analyzes programs aimed at the drug treatment of disease.

3.2.2. Clinical Teaching Activities

3.2.2.1. Develops clinical training programs

3.2.3. Immunizations

3.2.3.1. Knowledge of vaccines and supply procurement.

3.3. OUTPATIENT DIVISION ASSIGNMENTS

3.3.1. Pharmaceutical checking and dispensing

3.3.1.1. New outpatient prescriptions

3.3.1.2. Refill prescription

3.3.1.3. Clinic prescription issues

3.3.2. Drug information Consultations

3.3.2.1. Supporting new prescriptions

3.3.2.2. Supporting patient requests

23.3.2.3. Supporting physician requests

3.3.3. Administrative Services

3.3.3.1. Monitoring for drug interactions/allergies

3.3.3.2. Monitoring drug overlaps

3.3.3.3. Reporting Adverse Drug Reactions

3.3.3.4. Reporting allergies

3.3.3.5. Review patient profiles

3.3.3.6. Review lab values

3.3.4. Quality Assurance

3.3.4.1. Drug storage space inspection

3.3.4.2. Specific drug review

3.3.4.3. Immunization utilization

3.3.4.4. Outpatient prescription reviews

3.4. INPATIENT DIVISION ASSIGNMENTS

3.4.1. Operate and receive orders from Omnifax machine

3.4.2. Prepare, label, and record all sterile solutions for intravenous additive program, ensure solutions are dispensed in sufficient time to arrive on the wards for their scheduled administration.

3.4.3. Clean ancillary equipment and spaces. Maintain quality control and manufacturing records.

3.4.4. Answer routine inquiries from doctors, nurses and other staff on availability of specific items and any aspect of special preparation.

3.4.5. Maintain Patient Profiles

3.4.6. Prepare labels for IV solutions using the pharmacy computer system

3.4.7. Assist in determining dosages and solutions for mixing IVs

3.4.8. Calculate and convert to proper weights and measures the amount of solution and drugs to be used.

3.4.9. Prepare IV admixtures

3.5. Pharmaceutical checking and dispensing

3.5.1. Inpatient Drug Monitoring

3.5.1.1. Ward Bulk supplies

3.5.2. Outpatient Prescriptions

3.5.2.1. Refill Prescriptions

3.5.2.2. Clinic Drug Supplies

3.6. In the execution of duties, the health care workers shall utilize the Comprehensive Accreditation Manual for Hospitals (JCAHO); Manual of the Navy Medical Department, Chapter 21; hospital instructions; professional journals; and professional society literature. Judgment is required in adapting and applying the established guidelines to the scope of services provided by the pharmacy department.

3.7. ORIENTATION – Command, Clinical and Unit. Orientations shall take place as part of normal working hours.

3.7.1. You shall successfully complete Command and Clinical orientations over a 4 day period, as scheduled by the government. Command orientation occurs over a two day period, consisting of two 8-hour days which cover JCAHO Maintenance Classes, Radiation Safety, Infection Control, Back Safety, HIV Update, Bloodborne Pathogen Update, Identification Badges, Parking Decals, etc. Clinical Orientation occurs over a two day period, consisting of two 8-hour days which cover NMCP policies and procedures, IV certification (as applicable), an overview of the laboratory, x-ray, and pharmacy departments, etc. On a case-by-case basis, orientation may be waived by the Government if you are currently, or have previously worked at the NMCP.

3.7.2. Unit Orientations. Unit Orientation shall be complete on the job following task order start. The duration of Unit Orientation varies depending on the clinical area to which the health care worker is assigned. Unit Orientation shall include, but is not limited to the specific procedures and policies in the assigned unit.

3.8. JCAHO requirements - Comply with the standards of the Joint Commission, applicable provisions of law and the rules and regulations of any and all governmental authorities pertaining to:

3.8.1. Licensure and/or regulation of healthcare personnel in treatment facilities, and

3.8.2. The regulations and standards of professional practice of the treatment facility, and

3.8.3. The bylaws of the treatment facility's professional staff.

3.9. Credentialing and Privileging Requirements.

3.9.1. Upon award, the health care worker shall complete an Individual Credentials File (ICF) prior to performance of services. Completed ICF must be forwarded 30 days prior to performance of duties to the MTF's Professional Affairs Department. The ICF, maintained at the MTF, contains specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and current competence as compared to specialty-specific criteria regarding eligibility for defined scopes of health care services. BUMED Instruction 6320.66D, Section 4 and Appendices B and R detail the ICF requirements. A copy of this instruction may be obtained from the NMCP.

3.9.2. If individual clinical privileges have been summarily suspended pending an investigation into questions of professional ethics or conduct, your performance under this contract may be suspended until clinical privileges are reinstated. No reimbursement shall be made and no other compensation shall accrue to you so long as performance is suspended. The denial, suspension, limitation, or revocation of clinical privileges based upon practitioner impairment or misconduct shall be reported to the appropriate authorities.

D. Minimum Personnel Qualifications. To be qualified for this position you must:

1. Possess a PharmD Degree in Pharmacy from a college of pharmacy accredited by the American Council of Pharmaceutical Education (ACPE) OR a graduate degree from an ACPE accredited pharmacy program in a pharmacy related field of study and three years of experience as a pharmacist within the preceding 4 years.

2. Possess a current, valid, unrestricted license to practice Pharmacy in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands.

3. Possess a working knowledge of pharmacy computer systems such CHCS computer system.

4. Provide at least two letters of recommendation from practicing physicians, pharmacists or pharmacy supervisor(s)/administrator(s) attesting to your pharmaceutical skills. Reference letters must include name, title, phone number, date of reference, address and signature of the individual providing reference. Reference letters must have been written within the preceding 2 years.

5. Current certification in American Heart Association Basic Life Support (BLS) for Healthcare Providers; American Heart Association Healthcare Provider Course, or American Red Cross CPR (Cardio Pulmonary Resuscitation) for the Professional Rescuer, or equivalent.

6. Be eligible for U.S. employment. Provide copies of supporting documentation per attachment ##.

7. Represent an acceptable malpractice risk to the Navy.

E. Factors to be Used in a Contract Award Decision. If you meet the minimum qualifications listed in the paragraph above entitled, "Minimum Personnel Qualifications" you will be ranked against all other qualified applicants using the following criteria, listed in descending order of importance.

1. Experience, both quality and quantity as a pharmacist. Experience directly related to clinical pharmacy duties described herein may enhance your ranking. Additionally, possession of any of the following may enhance your ranking: Have either (a) Completed at least a 1 year pharmacy residency or fellowship from an accredited program or (b) Be a Board Certified Pharmacotherapy Specialist or (c) Documented experience serving in a clinical pharmacist position performing any of the following within the preceding 24 months: Anticoagulation, hyperlipidemia, diabetes, or asthma therapy; physical assessments; physician rounding; pharmacokinetics; P&T Committee membership; or Drug/Medication Usage Evaluation. Such experience may be documented in letters of recommendation or as an addendum to the candidate's resume.
2. The letters of recommendation, Item D.4., above, may enhance your ranking if they address such items as clinical skills, professionalism, or specific areas of expertise, etc, then,
3. Prior medical experience in a DoD medical facility (Form DD214).

F. INSTRUCTIONS FOR COMPLETING THE APPLICATION. To be qualified for this contract position, you must submit the following:

1. _____ A completed " Personal Qualifications Sheet - Pharmacist " (Attachment 1).
2. _____ A completed Pricing Sheet (Attachment 2).
3. _____ Proof of employment eligibility (Attachment 3).
4. _____ Two or more letters of recommendation per paragraph D.4., above. (If applicable)
5. _____ Central Contracting Registration Confirmation Sheet (Attachment 4)
6. _____ Small Business Representation (Attachment 5)

*Please answer every question on the " Personal Qualifications Sheet - Pharmacist". Mark "N/A" if the item is not applicable.

G. OTHER INFORMATION FOR OFFERORS.

Frequently asked questions about Individual Set-Aside (ISA) requirements are answered in the ISA HANDBOOK available at <http://www-nmlc.med.navy.mil> under Contractor Employment Opportunities/Information, OR can be requested from the contract specialist listed below.

After your application is reviewed, the Government will do at least one of the following: (1) Call you to negotiate your price, or (2) Ask you to submit additional papers to ensure you are qualified for the position, (3) Send you a letter to tell you that you are either not qualified for the position or that you are not the highest qualified individual, or (4) Make contract award from your application. If you are the successful applicant, the contracting officer will mail to you a formal government contract for your signature. This contract will record the negotiated price, your promise to perform the work described above, how you will be paid, how and by whom you will be supervised, and other rights and obligations of you and the Navy. Since this will be a legally binding document, you should review it carefully before you sign.

PLEASE NOTE: As of June 1, 1998 all contractors must be registered in the Central Contractor Registration (CCR) as a prerequisite to receiving a Department of Defense (DoD) contract. You may register in the CCR through the World Wide Web at <http://www.ccr2000.com>. This website contains all information necessary to register in CCR.

You will need to obtain a DUNS (Data Universal Numbering System) number prior to registering in the CCR database. This DUNS number is a unique, nine-character company identification number. Even though you are an

individual, not a company, you must obtain this number. You may do so by calling Dun and Bradstreet at 1-800-333-0505.

The CCR also requires several other codes as follows:

CAGE Code: A Commercial and Government Entity (CAGE) code is a five-character vendor ID number used extensively within the DoD. If you do not have this code, one will be assigned automatically after you complete and submit the CCR form.

US Federal TIN: A Taxpayer ID Number or TIN is the same as your Social Security Number.

NAICS Code: A North American Industry Classification System code is a numbering system that identifies the type of products and/or services you provide. The NAICS Code for this position is 622110.

If you encounter difficulties registering in the CCR, contact the CCR Registration Assistance Centers at 1-888-227-2423. Normally, registration completed via the Internet is accomplished within 48 hours. Registration of an applicant submitting an application through the mail or via facsimile may take up to 30 days. Therefore, you are encouraged to apply for registration immediately upon receipt of the Notice of Contracting Opportunity. Any contractor who is not registered in CCR will NOT get paid.

Upon notification of contract award, you will be required to obtain a physical examination at your expense. The physician must complete the questions in the physical certification, which will be provided with the contract. You will also be required to obtain the liability insurance specified in Attachment III, Pricing Information. Before commencing work under a Government contract, you must notify the Contracting Officer in writing that the required insurance has been obtained.

A complete, sample contract is available upon request.

Any questions must be directed to acquisitions@nmlc.med.navy.mil (reference 22L in Subject line), or fax at (301) 619-6793 or by telephone at (301) 619-2335.

We look forward to receiving your application.

PERSONAL QUALIFICATIONS SHEET - PHARMACIST

1. Every item on the Personal Qualifications Sheet must be addressed. Please sign and date where indicated. Any additional information required may be provided on a separate sheet of paper (indicate by number and section the question(s) to be addressed).

2. The information you provide will be used to determine your acceptability. In addition to the Personal Qualifications Sheet, please submit two letters of recommendation as described in this Worksheet.

3. After contract award, all of the information you provide will be verified during the credentialing process. At that time, you will be required to provide the following documentation verifying your qualifications: Professional Education Degree, state licensure, Release of Information, Personal and Professional Information Sheet, all medical licenses held within the preceding 10 years, copy of BLS - C card (or equivalent), continuing education certificates, and employment eligibility documentation. If you submit false information, your contract may be terminated for default. This action may initiate the suspension and debarment process, which could result in the determination that you are no longer eligible for future Government contracts.

4. Health Certification. Individuals providing services under Government contracts are required to undergo a physical exam 60 days prior to beginning work. The exam is not required prior to award but is required prior to the performance of services under contract. By signing this form, you have acknowledged this requirement.

5. Practice Information:

	<u>Yes</u>	<u>No</u>
1. Have you ever been the subject of a malpractice claim? (indicate final disposition of case in comments)	___	___
2. Have you ever been a defendant in a felony or misdemeanor case? (indicate final disposition of case in comments)	___	___
3. Has your license to practice or DEA certification ever been revoked or restricted in any state?	___	___

If any of the above is answered "yes" attach a detailed explanation. Specifically address the disposition of the claim or charges for numbers 1 and 2 above, and the State of the revocation for number 3 above.

PRIVACY ACT STATEMENT

Under 5 U.S.C. 552a and Executive Order 9397, the information provided on this page and the Personal Qualifications Sheet is requested for use in the consideration of a contract; disclosure of the information is voluntary; failure to provide information may result in the denial of the opportunity to enter into a contract.

(Signature)

(Date)

(mm/dd/yy)

I. General Information

Phone: ()

State	Date of Expiration
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(c) Possess documented experience serving in a clinical pharmacist position performing any of the following within the preceding 24 months: Anticoagulation, hyperlipidemia, diabetes, or asthma therapy; physical assessments; physician rounding; pharmacokinetics; P&T Committee membership; or Drug/Medication Usage Evaluation? Provide documentation.

CE Hrs

[illegible]

VI. Professional Employment: List your current and preceding employers.Name and Address of Present EmployerFromTo

(1) _____

Work Performed: _____

Names and Addresses of Preceding EmployersFromTo

(2) _____

Work Performed: _____

FromTo

(3) _____

Work Performed: _____

Are you are currently employed on a Navy contract? If so where is your current contract and what is the position?

_____ When does the contract expire? _____

VII. Professional References:

Provide at least two letters of recommendation from practicing physicians, pharmacists or pharmacy supervisor(s)/administrator(s) attesting to your pharmaceutical skills. Reference letters must include name, title, phone number, date of reference, address and signature of the individual providing reference. Reference letters must have been written within the preceding 2 years.

VIII. Basic Life Support:

Training Type listed on Card: _____

Expiration Date: _____ (mm/dd/yy)

IX. Experience with Pharmacy Computer Systems: Identify those systems with which you have experience.

X. Employment EligibilityYesNo

Do you meet the requirements for U.S. Employment

Eligibility contained in Section V?

XI. Additional Information:

Provide any additional information you feel may enhance your ranking, such as your resume, curriculum vitae, commendations or documentation of any awards you may have received, prior military experience, etc.

Additionally, you are encouraged to describe your experience in planning, implementing and evaluating fitness programs on a separate sheet of paper.

AML-02-04

CLINICAL PHARMACIST
PORTSMOUTH

XII. I hereby certify the above information to be true and accurate:

(Signature) _____(mm/dd/yy)
(Date)

PRICING SHEET**PERIOD OF PERFORMANCE**

Services are required from 01 March 2004 through 30 September 2004. The Contracting Officer reserves the right to adjust the start and end dates of performance to meet the actual contract start date. Services may also be extended by exercise of Option Periods.

PRICING INFORMATION

(a) Hourly Rates: Insert the price per hour that you want the Navy to pay you. You may want to consider inflation rates when pricing the option period. The Government will award a contract that is neither too high nor too low. Your price would be high enough to retain your services but not so high as to be out of line when compared to the salaries of other Clinical Pharmacists in the Portsmouth, VA area. Please note that if you are awarded a Government contract position, you will be responsible for paying all federal, state and, local taxes. The Navy does not withhold any taxes. Your proposed prices should include the amount you will pay in taxes.

(b) Liability Insurance: Before commencing work under a contract, you shall obtain the following required levels of insurance at your own expense: (a) General Liability - Bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence, and (b) Automobile Liability - Auto liability insurance written on the comprehensive form of policy. Provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

(c) Limitation of Payment for Personal Services: Under the provisions of 10 U.S.C 1091 and Department of Defense Instruction (DODI) 6025.5, "Personal Services Contracting" implemented 6 January 1995, the total amount of compensation paid to an individual direct health care provider in any year cannot exceed the full time equivalent annual rate specified in 10 U.S. C. 1090.

(d) Price Proposal:

<u>Line Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Amount</u>
0001	The offeror agrees to perform, on behalf of the Government, the duties of one Clinical Pharmacist at the Navy Medical Center, Portsmouth, VA. in accordance with this Application and the resulting contract.				
0001AA	Base Period: 01 March 04 through 30 Sep 04	1232	HRS	\$ _____	\$ _____
0001AB	Option Period I; 1 Oct 04 through 30 Sep 05	2088	HRS	\$ _____	\$ _____
0001AC	Option Period II; 1 Oct 05 through 30 Sep 06	2080	HRS	\$ _____	\$ _____
0001AD	Option Period III; 1 Oct 06 through 30 Sep 07	2080	HRS	\$ _____	\$ _____
0001AE	Option Period IV; 1 Oct 07 through 30 Sep 08	2096	HRS	\$ _____	\$ _____
0001AF	Option Period V: 01 Oct 08 through 28 Feb 09	864	HRS	\$ _____	\$ _____

Printed Name _____

Signature _____ Date _____

ATTACHMENT 3

**LISTS OF ACCEPTABLE DOCUMENTS
SUBMIT ONE FROM LIST A**

LIST A

Documents that Establish Both Identity and Employment Eligibility

1. U. S. Passport (unexpired or expired)
2. Certificate of U. S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-698B)

OR SUBMIT ONE FROM LIST B AND ONE FROM LIST C

LIST B

Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. ID card issued by federal, state or local government agencies of entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3. School ID card with a photograph

LIST C

Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county,

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PORTSMOUTH

4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependant's ID Card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above;
10. School record or report card
 11. Clinic, doctor, or hospital record
 12. Day-care or nursery school record

municipal authority or outlying possession of the United States bearing an official seal

4. Native American Tribal document
5. U.S. Citizen ID Card (INS Form I-197)
6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
7. Unexpired employment authorization document issued by the INS (other than those listed under List a).

**CENTRAL CONTRACTOR REGISTRATION APPLICATION
CONFIRMATION SHEET**

As of June 1, 1998 all contractors must be registered in the Central Contractor Registration (CCR) as a prerequisite to receiving the Department of Defense (DoD) contract.

Registration through the World Wide Web is preferred. The Web address is <http://www.ccr2000.com/> If you do not have internet access, please contact the CCR Assistance Center at 1-888-227-2423.

In order to register with the CCR you are required to obtain a DUNS number from Dun & Bradstreet. Please contact Dun & Bradstreet at 1-800-333-0505 to request a number or request the number via internet at <http://www.dnb.com>.

Complete the following and submit with initial offer:

Name: _____

Company: _____

Address: _____

CENTRAL CONTRACTOR REGISTRATION INFORMATION:

Date CCR application was submitted: _____

Assigned DUN & BRADSTREET #: _____

Assigned CAGE Code: _____

SMALL BUSINESS PROGRAM REPRESENTATIONS

As stated in paragraph I.A. of this application this position is set-aside for individuals. As an individual you are considered a Small Business for statistical purposes. If you are female, you are considered a woman-owned small business. If you belong to one of the racial or ethnic groups in section B, you are considered a small disadvantaged business. To obtain further statistical information on Women-owned and Small Disadvantaged Businesses you are requested to provide the additional information requested below.

NOTE: This information will not be used in the selection process nor will any benefit be received by an individual based on the information provided.

Check as applicable:

Section A.

- ☐ The offeror represents for general statistical purposes that it is a woman-owned small business concern.
- ☐ The offeror represents, for general statistical purposes, that it is a small disadvantaged business concern as defined below.
- ☐ The offeror represents for general statistical purposes that it is a service disabled veteran owned small business.

Section B

[Complete if offeror represented itself as disadvantaged in this provision.] The offeror shall check the category in which its ownership falls:

☐ Black American.

☐ Hispanic American.

☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

Offeror's Name : _____

Notice of Contracting Opportunity No.: _____